

7 February 1949

S. O. CIRCULAR NO. 81

DATING AND INITIALING OF ROUTING AND RECORD SHEETS

1. Considerable confusion in the method of handling documents exists among the various branches and offices of OSO with respect to the initialing and dating of the Routing and Record Sheets. This confusion exists because the date received and date forwarded are either omitted entirely or written so that there is uncertainty regarding the true date, and/or the initials are not identifiable.

2. In order to regularize these matters, each branch and office chief shall insure that the following procedure is put into effect immediately:

a. Dates

- (1) In addition to the name or title of the originator, the full date, including day, month, and year, will be entered in the "FROM" box on the Routing and Record Sheet.
- (2) Both IN and OUT (or RECEIVED and FORWARDED) dates will be clearly indicated.
- (3) Each entry will show the day and month. If the date is written by hand rather than by the use of a date stamp, the month will never be shown by Arabic number due to the obvious confusion which can and does exist, but will be written in full or proper abbreviation. For example:

Right Method.....3 February or 3 Feb.
Wrong Method.....3-2 or 2-3.

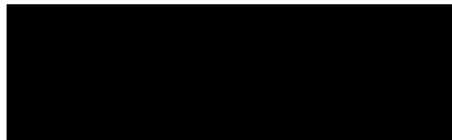
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b. Initials

Proper initialing will be used in every instance and will consist of two or three initials which will be identifiable and legible.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

25X1A9a



Executive Secretary

Distribution: X

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